



UNITED STATES COURT OF APPEALS ELEVENTH CIRCUIT

STAFF ATTORNEYS' OFFICE

POSITION:	FEDERAL JUDICIAL STAFF ATTORNEY(S)
TERM:	TWO-YEAR APPOINTMENT(S)
STARTING SALARY:	\$59,987 (CL 27/25)
LOCATION:	Atlanta, Georgia
OPENING AND CLOSING DATES:	The Staff Attorneys' Office is accepting applications for staff attorney positions that, subject to the availability of funds, will start January 2012. Positions may start prior to January 2012 if funding is available.
AREA OF CONSIDERATION:	All Sources–Nationwide

POSITION OVERVIEW: The Staff Attorneys' Office is a central legal staff, serving the Court at large rather than individual judges. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) all *pro se* appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, (3) employment discrimination cases (4) immigration cases, and (5) social security appeals. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for *in forma pauperis* status, certificates of appealability for 28 U.S.C. §§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel.

Staff attorneys work in a highly collegial environment with other recent law school graduates and lawyers coming from judicial clerkships or private practice, as well as with more experienced supervisory staff attorneys and senior management. Employment with the office offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge.

Staff attorney positions are for two-year terms subject to the availability of funds.

REQUIRED QUALIFICATIONS: Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association and have excellent academic credentials. They also must have superior analytical, research, and writing skills and be proficient in computer-assisted research and WordPerfect. Good communication and interpersonal skills are essential.

HOW TO APPLY: Send a resume (including law school class rank and/or percentile if available), cover letter, law school transcript, self-edited writing sample, and a list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorneys' Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289.

Applicants must be U.S. citizens or eligible to work in the United States.
Selected candidates will be subject to a background check as a condition of employment.
Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS.